



This guide provides information on:

- Utilizing the *My Profile* feature to change your password

**NOTE: If you are EPA Employee or have user your LAN ID and password to log into the Portal you can not use this method to change your password. You must contact you LAN administrator to change your password.**

## **Changing Your Password**

If you need to change your password, you'll first need to log into the Portal using your current User Name and password. Go to <http://portal.epa.gov> Login in with your User Name and password.

Welcome to the EPA Portal

Portal Help

**Login Instructions**

If you have an EPA LAN account, log in using the following: User Name = your LAN id and Password = your LAN password.  
If you DO NOT have an EPA LAN account you will need to request access to the Portal using the "Request Access to the EPA Portal" link below.

**Login**

**WARNING NOTICE:** This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the Login button constitutes consent to these terms.

Enter your user name and password to login.

User Name

Password

Login

Once you login the *MyPage* will open and you'll see the *My Profile* link on the header. Click on the link to open the *My Profile* page.



At the top of the **My Profile** page you'll see the **Change Password** portlet. Enter your current password and our new password (twice) into the fields provided. Then click *Save*.

The screenshot shows a web interface with a header bar labeled "My Profile". Below it is a portlet titled "Change Password" with a green header and a close button. Inside the portlet, a message states: "Passwords must be at least 8 characters long and contain at least one lower case letter and one number or symbol (i.e. \$, 5, etc.)". There are four input fields: "Login ID:" with a placeholder "<Your Login ID Here>", "Old/Current Password:", "New Password:", and "Confirm Password:". A "Save" button is located at the bottom of the portlet.

Once you have saved your new password you will get an on screen confirmation message. You can now log in using your new password.

### **Who to Contact for Help**

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov).